

MEMORANDUM OF UNDERSTANDING **FOR THE IDAHO ONE STOP SYSTEM**

INTRODUCTION

This Memorandum of Understanding (MOU) is entered into in the spirit of cooperation and collaboration by the Workforce Development Council, hereafter referred to as "the WDC" and the One Stop delivery system signatory partners, hereafter referred to as "the One Stop partners" or "partners" to describe how their various funding streams and resources will be utilized to better serve their mutual customers, both job seekers and employers, through an integrated system of service delivery operated at comprehensive sites known as *IdahoWorks* Career Centers and satellite sites, called *IdahoWorks* Career Connection sites. It is understood that the development and implementation of these Centers will require mutual trust and teamwork among the One Stop partnering agencies and the WDC, working together to accomplish the shared goals.

PURPOSE

The purpose of this MOU is to establish the framework for operation of the One Stop system in a manner that maximizes services to system customers while making efficient use of public resources.

STRATEGIC VISION FOR THE ONE STOP DELIVERY SYSTEM

The partners to this Agreement agree to support the goals of the Workforce Investment Act of 1998, hereafter referred to as WIA, including:

- Streamlining customer services in the One Stop delivery system
- Empowering individuals through access to information on programs, services, and outcomes available through the One Stop system
- Universal access to core services for all individuals entering the workforce investment system
- Accountability for performance and customer satisfaction

The partners agree to share accountability for achievement of the Workforce Development Council goals in attachment #1 and commit to the Vision, Guiding Principles and Goals for the One Stop system in attachment #2 to this Agreement.

PARTIES AND PROGRAM SERVICES

The partners, programs and services offered as part of the One Stop system are included as attachments to this MOU.

JOINT RESPONSIBILITIES

Leadership

The WDC will set the vision and goals for the workforce investment system and will assist partners in continuously improving the system. The One Stop partners will be responsible for coordinating delivery of services in the One Stop system. Partners will share joint responsibility for providing leadership in the design and delivery of shared processes or services offered by the partners.

System Integration

The partners will promote system integration to the maximum extent feasible through the cross training of staff, use of common and/or linked information systems and participation in a continuous improvement process designed to improve processes and increase outcomes and customer satisfaction.

Cost Sharing

Partners agree to enter into a cost sharing agreement on an annual basis to support the cost of shared services and jointly occupied facilities. Such agreement shall meet the principle of proportionate responsibility for support of services. Cost allocation among partners shall meet the WIA and its regulations, OMB circulars A-21, A-87 and A-102 state rules and policy guidelines and any local policies regarding cost sharing.

Confidentiality

Customer information, on employers and job seekers, will be shared in accordance with separate information release agreements. Partners agree that confidentiality of customer information will be maintained at all times.

SEPARATE RESPONSIBILITIES

Administrative Management

Grants Management

Each partner will be responsible for managing funds and activities under their control. Grant administration, including grant management, fiscal activities, evaluation/reporting, and overall coordination activities will be the responsibility of individual partners.

Compliance

Each partner shall be responsible for ensuring that its activities are in compliance with the WIA, their respective authorizing legislation and all attendant regulations, policies and procedures set forth by the federal or state government or the WDC.

Hold Harmless

Each partner to this Agreement will assume liability for its actions and the actions of its agents under this agreement. Each partner shall hold harmless, defend and indemnify all other partners to this agreement from any and all claims for damages, including costs and

attorney fees resulting in whole or in part from the partner or its agent's activities under the Agreement.

Operational Management

Center Management

The Center Operator is responsible for the day-to-day operation of the identified facility. The Center Operator will coordinate with partners to ensure their staff is scheduled appropriately within the Center, respond to questions of an operational nature and manage the facility. Partners shall be billed for their proportionate share of costs as agreed to in the annual resource sharing agreement or notified that costs are so minimal as to be considered immaterial.

Delivery of Core and Intensive Services

Each partner shall be responsible for participating in the delivery of core and intensive services as agreed to in attachments to this agreement.

Eligibility

Each partner shall be independently responsible for determining eligibility for their respective programs. When making an eligibility determination under Title IB of the WIA, the One Stop Operator and other providers of WIA services may, at their discretion, consider the assessment information of other partners regarding an individual's need for intensive or training services.

Staff Management

Each partner shall be responsible for providing the direct supervision and control of its staff in such matters as selection and hiring decisions, personnel planning and evaluation, salary and benefits and other matters directly pertaining to an employer-employee relationship. Each partner will facilitate cross training opportunities and cooperative staffing arrangements within each One Stop Center and Affiliate center.

TERMS/CONDITIONS

Period of participation

The partners agree that the terms of this Agreement will take effect as of July 1, 2006 and will continue until such time as any partner or partners, shall modify, extend or terminate this agreement as provided below.

Disputes

The Partners acknowledge that disputes may arise from time to time and agree to attempt to resolve such disputes in the most expeditious manner possible. The lead representative for each partner involved in a dispute will attempt to reach resolution before turning the matter to the WDC. The WDC will agree upon a resolution and offer a recommendation for action to the parties involved. If such action fails, the parties agree to use the dispute

resolution process which may include notice to appropriate Federal agencies to aid in resolution.



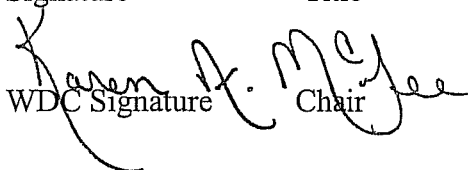
Incorporation of Additional Partners to Agreement

The WDC or partners may agree to invite other organizations to participate. If such an invitation is issued and accepted, the organization will be considered a partner from the date of its acceptance letter and the review and approval by the WDC. Partners will review the Cost Sharing Agreements to incorporate any necessary changes to payments for shared costs as a result of the new partner participation.

Withdrawal from or Termination of the Agreement

Any partner to this Agreement may withdraw its participation in the Agreement, in whole or in part, upon giving written notice of at least 30 days, provided that a written explanation of the scope of withdrawal and the reasons for that withdrawal are included in the written notice. In such cases, the Cost Sharing Agreement will be examined by all remaining partners to assure the continuation of the concept of proportionate cost sharing. This Agreement may be terminated at any time by mutual written consent of all partners. It is understood that the partners will seek to resolve all conflicts in order to avoid termination. The designated representative of each partner will be responsible to coordinate all matters associated with this Agreement for their party, including all written notices.

The partners to this agreement evidence their acceptance of its terms by their signatures below:

	Administrator Idaho Commission on Aging	8/04/2006
Signature	Title	Agency
		
Signature	Title	Agency
ROGER B. MADSEN, DIRECTOR		
IDAHOO DEPT. OF COMMERCE and LABOR		
Signature	Title	Agency
	Chair	
WDC Signature		

Attachments

WDC Goals and Objectives
WDC Vision, Goals for the One Stop system
Service Descriptions
Annual Cost Sharing Agreements

Memorandum of Understanding
for the Idaho One Stop System Services
Offered to Participants in the One Stop System

1. One Stop Partner Organization
Idaho Commission on Aging
Organization Name: Idaho Commission on Aging
Organization Contact: Lois Bauer, Administrator Melinda Adams Older Worker Coord.
Street Address: 3380 Americana Terrace, Suite 120
City, State ZIP: Boise, ID 83706
Contact e-mail: madams@aging.idaho.gov
Contact phone: 208-334-3833
2. Mandatory Programs

The organization named above is responsible as the administrative entity for the oversight of the following programs identified in the Workforce Investment Act as a mandatory One Stop partner program (check all that apply):

Check all that apply	Name of Program
	Wagner-Peyser – Employment Service
	Veterans – DVOP/LVER
	Unemployment Insurance
	Trade Adjustment Assistance
	Work Opportunity and W2W Tax Credits
	Economic and Community Development ¹
	WIA Adult, Dislocated Worker, Youth
	WIA Job Corps
	WIA Native American
	WIA MSFW
X	Title V SCSEP
	Vocational Rehabilitation
	VR for the Blind
	VR Client Assistance
	Adult Basic Education
	Carl Perkins Vocational Education ²
	CSBG Employment & Training ³
	HUD E&T ⁴

¹ State required – information and referral to state and community resources

² Required only if funds are used for non-traditional training or services offered to target groups

³ Required only if funds are used for employment & training

⁴ Required only if funds are used for employment & training

3. Optional Programs

The organization named above is responsible for the following programs designated as “optional” one stop partners and commits to coordinating these services in the One Stop system.

Check all that apply	Name of Program
	TAFI (TANF)
	Food Stamps Employment & Training
	Foster Youth Education and Training
	Workforce Development Training Fund
	Incumbent Worker Revolving Loan Fund
	Correction’s education and transition
	Other: (Name)
	Other: (Name)

4. Services to be Offered in the One Stop System

This section should reflect the core, intensive, training and other services that will be delivered to customers of the One Stop system, including the services delivered at the One Stop Center(s) in each of the six One Stop areas and the services that will be accessible through the One Stop system. The attached matrices reflecting the applicable core services offered by each partner and the preferred service methodology were approved by the Workforce Development Council at their May meeting. The service delivery level and methodology should at least meet the level agreed upon by state partners.

The One Stop partner agrees to the following provisions adopted by the WDC:

- Required One Stop partners will make applicable core services available and provide access to other services in at least one physical One Stop Center within each workforce region;
- Partners may utilize any authorized methodology to deliver core services provided the methodology
 - is consistent with the partner’s authorizing legislation and the WIA;
 - does not require the customer to travel to another location to obtain the core service; and
 - meets minimum standards of accessibility set forth in Section 188(a)(1) of the WIA.

Using the matrix as a starting point, describe the kind and nature of services to be provided, including a description of any limitations such as eligibility or staff qualifications. This section should describe how the partner will make core services available in a center and provide access to their intensive, training or supportive services.

Location and Strategy for Providing Services

- Identify any One Stop Centers where services will be delivered on a
 - Full time basis
 - Part time basis
 - Electronically
 - Print or other media

One Stop Center	Full time	Contracted to Operator	Part time	Electronic	Print or other media
ICL-CDA	X	X			
ICL-Lew	X	X			
ICL-Boise	X	X			
ICL-Twin	X				

ICL-Poc
ICL-IF

Identify the primary location of service delivery if not in the One Stop Center and note if these locations are intended to be affiliate centers. The WDC has encouraged all partners to offer access to services through the one stop system by assuring an awareness of system services at any point of entry. The WDC has also requested that partners identify their desire to serve as an "affiliate" One Stop Center. To qualify as an affiliate, partners agree to

1. provide access to the IdahoWorks automated system;
2. offer assisted services to those who prefer such services over automated services; and
3. make accurate and up-to-date information available for access on-line? IdahoWorks?

Primary Service Location	Region	Access at PSL	Affiliate Center
EICAP	VI		

5. Cost Sharing

All required one stop partners are required to use a portion of their funds to create, maintain and participate in the One Stop delivery system and to provide their core services.

- Full Time Co-location

The Workforce Development Council required that those partners co-locating full time in a center enter into a separate cost sharing agreement that ensures the partner pays a fair share of the costs of operating the center. A copy of such agreement should be attached to this agreement.

- Part Time or Visiting Partners

The visiting partner agrees to assume responsibility for a fair share of the common costs of the Center based on a pro-rata share of participants of each partner who use the center. The partner agrees to provide a list of participants enrolled in their program at least once each fiscal period, at a time and in a manner to be agreed upon by partners to this MOU for the purpose of establishing the fair share of common costs. If costs are determined to be immaterial based on the participation of partner participants, no costs will be assigned to the partner. If costs are determined to be material, a separate agreement will be negotiated and affixed as an addendum to this agreement.

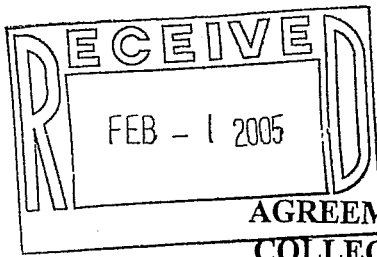
6. Referral Arrangements (See Attached)

Describe in detail how referrals will be made to partners and list any requirements for receiving referrals from partner programs; e.g., are referrals made electronically or recorded, do you make phone referrals, send referral cards, etc.

- Describe your process for referral to the One Stop system partners
- Describe your process for referral from the One Stop system partners

7. Other comments or conditions not listed in the agreement (See Attached)

Partners may list any additional conditions related to their programs or services.



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IDAHO DEPARTMENT OF LABOR
AGREEMENT

**AGREEMENT FOR CO-LOCATION
COLLEGE OF SOUTHERN IDAHO
OFFICE ON AGING
AND IDAHO DEPARTMENT OF LABOR**

This financial agreement is entered into by the **College of Southern Idaho Office on Aging**, at the following address, P.O. Box 1238, 315 Falls Ave., Twin Falls, Idaho 83303-1238, hereinafter referred to as "**CSI Aging**," and the **Idaho Department of Labor**, at the address of 317 W. Main Street, Boise, Idaho, 83735, hereinafter referred to as "**Labor**."

PURPOSE OF AGREEMENT

WHEREAS, the Governor of the State of Idaho has encouraged State agencies to better integrate and coordinate delivery of employment and training services to the citizens of the State; and

WHEREAS, *Idaho Code Section 67-2326* authorizes public agencies to cooperate to their mutual advantage to make the most efficient use of their powers in providing services and facilities and performing their statutory functions; and

WHEREAS, **CSI Aging** and **Labor** agree that co-location will enhance the integration and coordination of employment and training services.

NOW, THEREFORE, **CSI Aging** and **Labor** mutually agree as follows:

The attached financial agreement, **ATTACHMENT 1**, defines and delineates the financial responsibilities of both parties with respect to co-location of local staff at the site noted on **ATTACHMENT 1**.

Each party is a government entity and this agreement for co-location shall in no way or manner be construed so as to bind or obligate the State of Idaho beyond the term of any particular appropriation of funds as may exist from time to time. Each party reserves the right to terminate this agreement, if, in its judgment, the legislature of the State of Idaho or the U.S. Department of Labor fails, neglects or refuses to appropriate sufficient funds as may be required for either party to continue payments under this agreement. All future rights and liabilities of the parties hereto shall thereupon cease within ten (10) days after notice to the other party.

Any and all operating costs not specified in **ATTACHMENT 1** will remain the responsibility of the party that incurred such costs.

The base annual costs reflected in **ATTACHMENT 1** shall be adjusted for cost increases or decreases in utilities, janitorial and property taxes.

Management and delivery of specific program services and management of the co-located individual(s) will remain the responsibility of the party responsible for the individual(s) and program services prior to co-locations, and functions or separateness mandated by state statute or public law will not be violated or abridged in the pursuit of co-location.

Services will continue to be performed in accordance with federal and state regulations pertaining to each party.

Labor will remain the tenant/lessee of the identified site and remains totally and wholly responsible for the site's lease and facility management. This agreement for co-location shall be invalid to the extent that any portion of it is determined to violate the terms and conditions of the primary lease.

CSI Aging shall not undertake any action which would constitute a breach of **Labor's** primary lease and shall use the premises solely for the purpose of conducting business, and shall not make any alterations, additions or improvements in said premises without the written consent of **Labor** during the duration of this agreement.

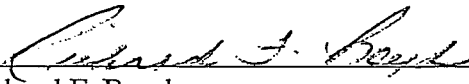
Cancellation or amendment of this agreement, in whole or in part, at any time after the effective date, may be made for the convenience of either party with 30 days' written notice, or may occur due to a default under the terms of the financial agreement, **ATTACHMENT 1**.

Any notice, request, claim, or other document or instrument, which is required by this agreement shall be deemed delivered when it is personally delivered or sent by certified mail to the address of the party as set forth at the beginning of this document.


Each party shall designate a person who shall be administratively responsible for this agreement and who shall be available to the other party to provide information or discuss matters pertaining to this agreement. **CSI Aging's** representative is **Richard Boyd**, Director, CSI Office on Aging, telephone **(208) 736-2122**. **Labor's** representative is **Katie Lamm**, Sr. Management Analyst, telephone **(208) 334-6313**.

This co-location agreement shall begin on the 1st day of January, 2001, and shall remain in effect until terminated by either one or both of the parties to the agreement.

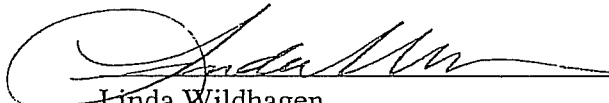
CO-LOCATOR

BY: 
TITLE: Richard F. Boyd
Director, CSI Office on Aging
DATE: 5 Feb 01

IDAHO DEPARTMENT OF LABOR

BY: 
TITLE: John A. McAllister
Deputy Director, Idaho Department of Labor
DATE: 2/7/1

Approved by the Idaho Department of Administration, Division of Public Works:

BY: 
TITLE: Linda Wildhagen
Business Manager, Division of Public Works
DATE: 2/20/01

FINANCIAL AGREEMENT
ATTACHMENT 1

IDENTIFICATION OF SITE

This financial agreement between the College of Southern Idaho Office on Aging (CSI Aging) and the Idaho Department of Labor (Labor), applies to co-location of staff and services at the following location:

MAGIC VALLEY JOB SERVICE
771 NORTH COLLEGE ROAD
TWIN FALLS, IDAHO 83303

FINANCIAL DETAILS

CSI Aging will reimburse Labor for the cost of office space dedicated to CSI Aging staff plus a relative share of the common space in the office as specified below.

1. **DIRECT CHARGE, FLOOR SPACE:**
(Sq. ft. designated for CSI Aging staff) X (Cost of sq. ft. per lease agreement).

CSI Aging square footage: 200

Cost per square foot: \$10.75*

TOTAL I.C. DIRECT CHARGE: \$ 2,150.00/year

2. **COMMON AREA:**
(Total site direct use sq. ft. designated for staff (8,065) vs. CSI Aging's direct use designated for staff (200) determines the percentage of responsibility for common area ($200/8,065 = 2.5\%$).

Total common area at site = 4,260 sq. ft.

CSI Aging percentage use of common area = 2.5%

CSI Aging portion of common area: 106.5 sq. ft.

Cost per square foot: \$10.75*

TOTAL CSI AGING COMMON AREA CHARGE: \$1,144.88/year

GRAND TOTAL, DIRECT AND COMMON AREA: \$3,294.88/year

*Rental rate cost per square foot effective 1/1/01 through 12/31/01. Cost per square foot will be increased to \$11.50 effective 1/1/02 through 12/31/06 per current lease agreement between the Idaho Department of Labor and the facility landlord.

**FINANCIAL AGREEMENT
ATTACHMENT 1**

3. **MISCELLANEOUS:**

A. **CSI Aging** will reimburse **Labor** for direct charges of:

LONG DISTANCE TELEPHONE CHARGES

B. **CSI Aging** will reimburse **Labor** 2.5 percent (2.5%) of the site's overhead charges in the cost categories listed below based on the relative share of **CSI Aging** staff square footage at the site.

JANITORIAL SERVICES

UTILITIES

OFFICE EQUIPMENT RENTAL/LEASE/REPAIR & MAINTENANCE

OFFICE SUPPLIES

POSTAGE METER AND MAILBOX COSTS

COMMUNICATION LINE(S)

DATA LINE(S)

COMPUTER SOFTWARE/HARDWARE LICENSE/MAINTENANCE

NON-CAPITAL OFFICE EQUIPMENT

CAPITAL OFFICE EQUIPMENT

REPAIR/MAINTENANCE OF BUILDING/GROUNDS

FIRE AND PROPERTY INSURANCE

Based on historical expenditures, **CSI Aging's** cost for miscellaneous overhead charges will be approximately **\$160.00** per month.

BILLING AND PAYMENT

Labor will provide a monthly billing which details direct and allocated costs incurred by **CSI Aging** at the site. **CSI Aging** will remit payment to Labor within 30 days after receipt of the billing.

CSI Aging's representative and
address for billing:

Richard Boyd
CSI Office on Aging
P.O. Box 1238
315 Falls Avenue
Twin Falls, Idaho 83303-1238

Remit payment to:

Idaho Department of Labor
Attn: Accounting
317 W. Main Street
Boise, ID 83735

Other comments or conditions not listed in the agreement:

**Idaho Commission on Aging
Senior Community Service Employment Program (SCSEP)
Title V, Older Americans Act**

Dual Purposes of SCSEP:

1. To help older Idahoans obtain the information, work experience and training they need to successfully compete for jobs; economic independence and self-sufficiency are the goals; and
2. To use community service as work experience for participants to gain job skills and provide much needed volunteer support to public and non-profit organizations who strengthen Idaho communities.

Screening Criteria:

The following are screening criteria the One-Stop Career System staff may use to refer individuals to SCSEP:

- Be at least 55 years of age;
- Reside within Idaho;
- Must meet low-income guidelines (125% of the Federal Poverty level);
- Must be unemployed and having difficulty finding a suitable job.

Note: Veterans and qualified spouses are given priority for selection.
Individuals who are over the age of 60 are given priority for selection.
Eligibility is extended to aliens who are given amnesty by the Immigration Reform and Control Act and who are SCSEP eligible.

Characteristics of Prospective applicants:

- Homemakers who have not worked outside the home and need to return to paid work or otherwise have poor employment prospects;
- Older adults whose technological skills have not kept pace with the today's workplace;
- Older adults who have multiple barriers to employment.

Services that SCSEP can provide:

- Career Information
- Employment Planning
- Help in developing job search skills
- Information about and/or referral to job training opportunities
- Help in acquiring a permanent job
- Paid Work Experience (\$5.15 per hour) in community service settings
- Physical Exams
- Classroom/occupational training via referral to approved training vendors
- Support Services

Referral and Enrollment Protocols:

- See attached "Idaho Older Worker Programs Staff Directory"
- May walk-in with/referral or walk-in
- Prospective applicants may telephone to make appointment
- One-Stop staff may make appointment, provide name/information, or suggest that applicant make appointment
- SCSEP information is available in the On-Stop Career Center in printed and electronic form
- One-Stop partners are encouraged to contact/or refer individuals in need of other aging services or information to the local Area Agency on Aging (See attached Directory)

Resource Sharing and Cost Allocation Methodologies:

- Use SCSEP participants as One-Stop Career Center Resource Room Assistants or Navigators

Types of Core and Intensive Services of benefit to Older Adults and SCSEP Participants:

Resume development, interview training, job search skill development, keyboarding and entry level computer training.

Types of Training of Benefit to Older Adults and SCSEP Participants:

Computer training, office skills training, customer service training, hospitality training, Certified Nurse Aid training, truck driver training, cashier training, call center training

Types of Support Services that WIA/One-Stop staff can provide SCSEP Participants:

Transportation assistance (gas vouchers or bus passes where available), eyeglasses, uniforms, full range of services for the homeless.

Additional Coordination Goals: Dual Eligibility, “Best Practices,” Mutual Acceptance of Assessments and IEPs and Allocation of Placement Credit

Dual Eligibility: Our goal for the coordination of SCSEP with One-Stop Partners is to maximize the use of our collective, limited resources. To do so, we encourage dual eligibility with our One-Stop partners when it is of benefit to the participant.

Best Practices: We base our services, to the best of our ability, on the “best practice” approaches described below and encourage our One-Stop partners to acknowledge these “best practice” principles when serving older adults:

Best Practice: Use assessment approaches that are proven effective with older job seekers. Examples include the “Adult Needs Survey”, the “Tell Me About Yourself” instrument, assessment portions of the “Dependable Strengths Articulation Process.”

Best Practice: Heavy emphasis on motivation and encouragement. Low income older job seekers often lack self-confidence. Many feel they have few marketable skills and that employers will not hire them even if jobs are available. Staff should use a variety of approaches to facilitate the confidence building process. This may occur on an individual or group basis. Peer support is often very successful in bolstering self-esteem amongst older job seekers.

Best Practices: Paid work experience for low-income older individuals with no recent work history is particularly effective in increasing the employability of older adults. **Paid work experience coupled with classroom/skill training is most effective in preparing older individuals for work.**

The primary resource SCSEP operators can provide is paid work experience. SCSEP can make funds available (at no cost to WIA/One-Stop) for those WIA participants who need work experience to enhance their employability and are eligible for the SCSEP. Older Worker Coordinators have considerable flexibility in tailoring the work experience to best meet the participant’s and employer’s need.

Participants are generally paid \$5.15 per hour, work an average of 20 hours per week and may be paid per hour spent in classroom/skill training. However, SCSEP funds to purchase classroom/skill training is limited. Dual eligibility where One-Stop partner purchases the training and SCSEP pays the wages (while in training and work experience) is the optimum benefit to the participant.

Limited options for work experience with private sector employers are also available (On-the-Job Experience).

Mutual Acceptance of Assessments and Individual Employment Plans (IEP): To facilitate referrals and dual-enrollments, the Idaho SCSEP Program uses the same IEP (Individual Employment Plan) format as the Idaho WIA system. ICOA will also accept assessments submitted by our One-Stop partners.

Allocation of Placement Credit: When an unsubsidized placement results from dual enrollment, both SCSEP and the One-Stop Partner may receive placement credit.

Idaho Older Worker Programs Staff Directory

- Area I** Judy Gray Idaho Commerce and Labor, Coeur d'Alene
Older Worker Coordinator 1221 Ironwood Drive, Suite 200
Coeur d'Alene, ID 83814
208-769-1558 Ext. 3980, Fax 208-799-5007
judy.gray@cl.idaho.gov
Assistant: Barbara Lund Ext.3971
barbara.lund@cl.idaho.gov
- Area II** Craig Smith Idaho Commerce and Labor, Lewiston
Older Worker Coordinator 1158 Idaho Street
Lewiston, ID 83501
208-799-5000 Ext. 3522, Fax 799-5007
craig.smith@cl.idaho.gov
- Area III** Chuck VanDerhoff Idaho Commerce and Labor, Boise
Older Worker Coordinator 219 Main Street
Boise, ID 83735-0030
(208) 332-3575 Ext. 3290, Fax. 208-334-6222
cvanderh@labor.state.id.us
- Area IV** Peggy Jackson Idaho Commerce and Labor, Twin Falls
Older Worker Coordinator 771 N .College Road
Twin Falls, ID. 83303-5129
208- 735-2500 Ext, 3648 Fax 208-736-300
peggy.jackson@cl.idaho.gov
Assistant:, Ext. 3627
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- Area V** Amanda Bolton Idaho Commerce and Labor, Pocatello
Older Worker Coordinator 430 N. 5th Avenue
Pocatello, ID. 83205
208-236-6710 Ext. 3661, Fax 208-232-0865
amanda.bolton@cl.idaho.gov
- Area VI** Margo Dial Eastern Idaho Community Action Partnership
Older Worker Coordinator 357 Constitution Way
Idaho Falls, ID 83405
208-522-5391, Fax. 208-522-5453
mdial@eicap.org

Idaho Commission on Aging ✦ 3380 Americana Terrace Suite120 ✦ Boise, ID 83706
208-334-3833 ✦ Fax 208-334-3033

Melinda Adams, Older Worker Coordinator, madams@aging.idaho.gov
Sandy McConnel, Technical Records Specialist, smcconel@aging.idaho.gov

AREA AGENCIES ON AGING

AREA	AGENCY	DIRECTOR	CONTACT NUMBERS	PARENT AGENCY
I	AGING AND ADULT SERVICES OF NORTH IDAHO 1221 IRONWOOD DR STE 102 COEUR D'ALENE ID 83814	PEARL BOUCHARD	208-667-3179 800-786-5536 fax: 208-667-5938 pbouchard@agingadultsvcs.org www.agingadultsvcs.org	Rolly Jurgens Dean of Admin. North Idaho College 208-769-3340
II	COMMUNITY ACTION PARTNERSHIP AGENCY ON AGING & ADULT SERVICES 124 NEW 6TH STREET LEWISTON ID 83501	JENNY ZORENS	208-743-5580 800-877-3206 fax: 208-746-5456 j.zorens@communityactionpartnership.org www.caanid.org	Lisa Stoddard Executive Director Community Action Partnership 208-746-3351
III	SAGE COMMUNITY RESOURCES SOUTHWEST IDAHO AREA III AGENCY ON AGING 125 E. 50 TH ST. GARDEN CITY, ID 83714	LORI BRELIA Interim Director	208-322-7033 cell: 550-1452 800-859-0324 fax: 208-322-3569 lbrelia@sageidaho.com www.sageidaho.com/swia.html	Kathleen Simko Executive Director Sage Community Resources 208-322-7033
IV	AREA IV AGENCY ON AGING COLLEGE OF SOUTHERN IDAHO 998 N WASHINGTON ST PO BOX 1238 TWIN FALLS ID 83303-1238	JIM FIELDS	208-736-2122 800-574-8656 fax: 208-736-2126 jfields@velocity.net www.csi.edu/level3.asp?id=428&level=3	Dr. Jerry Beck President College of Southern Idaho
V	AREA V AGENCY ON AGING SOUTHEAST IDAHO COUNCIL OF GOVERNMENTS 214 E CENTER (83201) PO BOX 6079 POCATELLO ID 83205-6079	SISTER ANTHONY MARIE GREVING	208-233-4032 x 18 800-526-8129 fax: 208-233-5232 sister@sicog.org www.sicog.org/Area_Agency_on_Aging/area_agency_on_aging.html	Kathleen Lewis Executive Director SICOG
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